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| http://www.cpsb.org/System/TechDepartment/tech_connect/Images/j0245283.gifHave you ever committed a computer "no-no"? I'm sure we all have at one time or another. To help protect yourself from yourself, however, a list of common computer "no-no's" is listed here to help remind you of some things you should never do.   * First of all, you should never turn your computer off while you're in the middle of a program or if you have a bunch of windows open. You need to always close out all programs and windows before shutting down your computer. If a program freezes up on you, always try to use Ctrl + Alt + Del before you do anything else. * Another thing you should never do is turn your computer off and then turn it back on without waiting at least 60 seconds. The system needs at least that long to calm down a little. * Never remove a disk or a CD from their respective drives until the drive light has turned off. It usually takes a few seconds for it to turn off, but if it's still on, don't push that release button. * Here's an interesting one: don't ever use a magnet around your computer, the monitor or around a diskette (floppy disk). Magnets are bad news! * Also, don't ever try to force a disk into the drive. If it doesn't fit, you may have it upside down or backwards. * Two more! Always make sure you turn your computer off before you start connecting any new hardware. It will save you some troubles down the road. * And last, but not least, you should never have any type of food or drink around your computer. Liquids and computers never mix! |

Computer running slow? Pages loading in pieces? Would you like to be able to make your computer run faster? You might need to run Disk Defragmenter. On your computer there is a tool called Disk Defragmenter. Disk Defragmenter puts files in order on your computer. Think of your computer as a room that has file cabinets. Inside the file cabinets are folders for documents. Pretend that instead of putting each of your documents in the folders in the correct file cabinet, you just toss them into the room and let them sit on the floor. When you need to find a document you will have to go in and sift through all the papers. The Disk Defragmenter tool is your computer's way of going into the room and putting all of those papers in the correct folders in the correct file cabinets so that the next time you ask your computer to find something it doesn't have to run all over looking for what you asked for.

It's a good idea to run the Disk Defragmenter no less than once a month. You can run the Disk Defragmenter every day if you want to. If Disk Defragmenter has never been run on your computer it may take hours to run the first time. To run Disk Defragmenter follow these steps: **Start, All Programs, Accessories, System Tools, Disk Defragmenter**. Click one time on the drive **(C:)** at the top of the box and then click **Defrag**. Even if you get the message that you don't need to run defrag at that time, run it anyway.